

JI

TO: Officials In Charge of Headquarters Offices

FROM: JI/Headquarters Quality Council Executive Secretary

SUBJECT: Headquarters Quality Council Meeting (special session) of
August 13, 2001

The NASA Headquarters Quality Council met on August 13, 2001, from 1 –2 p.m. in ACR-2. The following personnel were in attendance:

<u>Name</u>	<u>Title/Organization</u>
Daniel Mulville	Associate Deputy Administrator and Official-in-Charge, Headquarters ISO 9001
Brian Keegan	Chief Engineer
Richard Williams	Chief Health & Medical Officer
Richard Brozen	Representing Lee Holcomb Chief Information Officer
Michael Mann	Director of Integrated Financial Management Program Office of the Chief Financial Officer, and Headquarters ISO 9001 Executive Management Representative
Richard Beck	Representing Steve Varholy Chief Financial Officer (Acting)
Michael Christensen	Associate Administrator Office of Headquarters Operations
George Reese	Associate Administrator Office of Equal Opportunity
Vicki Novak	Associate Administrator Office of Human Resources and Education
Edward Frankle	General Counsel

Tom Luedtke	Associate Administrator Office of Procurement
Jeffrey Sutton	Associate Administrator Office of Management Systems
Mary D Kerwin	Deputy Associate Administrator Office of Legislative Affairs
Joseph Rothenberg	Associate Administrator Office of Space Flight
Paula Cleggett	Associate Administrator Office of Public Affairs (Acting)
Fred Gregory	Associate Administrator Office of Safety and Mission Assurance
Gregory Reck	Deputy Associate Administrator Office of Aerospace Technology
Earle Huckins	Deputy Associate Administrator Office of Space Science
Kristen Erickson	Deputy Associate Administrator Office of Biological and Physical Research (Acting) and representing the Chief Scientist
David Saleeba	Director Office of Security Management and Safeguards
Ghassem Asrar	Associate Administrator Office of Earth Science
Beth McCormick	Associate Administrator Office of Policy and Plans (Acting)

Mr. Mann provided a presentation in conjunction with the May 4, 2001, Quality Council action for the ISO 9001 Program Office to provide more details regarding transitioning the HQ Quality System to the requirements of ISO 9001:2000. Mr. Mann's brief is enclosed.

Early in Mr. Mann's brief there were some questions from council members regarding the focus of the meeting. That is, some council members questioned whether the purpose of the meeting was to revisit the discussion from the May 4, 20001, regarding whether HQ should transition to ISO 9001:2000, or whether the focus of the meeting was to present more detail regarding how HQ would make the transition. Mr. Mann stated that the May 4, 2001, Quality Council agreed with HQ making the transition, and that the action was to present more detail regarding the transition. However, he suggested that if the Quality

Council wanted to further discuss the decision to make the transition, or details thereof, it would be best to do so after reviewing the details provided in his brief. The Associate Deputy Administrator reiterated that the May 4, 2001, Quality Council agreed to make the transition, and that Mr. Mann's action was to ensure the details of the transition were such that it:

- 1) minimized the burden on all HQ offices,
- 2) added value to the system we already have in place, and
- 3) conformed to the requirements of ISO 9001:2000.

However, the Associate Deputy Administrator agreed that the council could discuss the issue further after Mr. Mann's brief. Mr. Mann proceeded with his brief regarding the proposed details of HQ transitioning to the requirements of ISO 9001:2000. Upon concluding his brief, Mr. Mann opened the floor for discussion.

The remaining discussion focused on the potential workload associated with all offices making the transition to ISO 9001:2000. Several offices contended that they did not feel comfortable with Mr. Mann's assessment of the changes and the associated work involved in making the transition, and asked that more detail be provided to assess the impact on their staffs. The Associate Deputy Administrator asked Mr. Mann if he could provide such detail for a future meeting, and Mr. Mann agreed to do so. In doing so, the Associate Administrator for Earth Science volunteered to work with Mr. Mann and the ISO 9001 Program Office in better defining the details of workload requirements in making the transition to ISO 9001:2000 in Code Y. The presumption is that by defining the workload requirements in Code Y, the Enterprises would have a more accurate estimate of workload requirements within their Enterprise.

The meeting concluded with the agreement that another meeting would be held to discuss the HQ transition to ISO 9001:2000 in greater detail. Two actions was identified at the meeting as follows:

<u>Responsible Organization</u>	<u>Action</u>
Code JI (ISO 9001 Program Office)	<ol style="list-style-type: none"> 1) Working with Code Y, prepare a follow-on briefing for the HQ Quality Council to address the impact of the proposed HQ ISO 9001:2000 transition model on HQ Officials-in-Charge workload. 2) Per the Associate Deputy Administrator direction, solicit input from the NASA Centers regarding the benefit obtained by the Centers in implementing a Quality Management System (QMS) that conforms to ISO 9001. In addition, solicit the Centers plans for transitioning their QMS's to the requirements of ISO 9001:2000.

In accordance with HQPC 1150.1, the next regularly scheduled meeting of the HQ Quality Council is required to occur between October 4, and December 4, 2001. As requested by the ADA, **a special session of the HQ Quality Council has been scheduled for September 20, 2001, from 1 –2 p.m. in ACR-2.** The purpose of this meeting is to discuss, detailed work requirements that are expected to be placed on Headquarters Officials-in-Charge for making the transition to the requirements of ISO 9001:2000.

Scott M. Holliday

Enclosure

Concurrence:

 Michael B. Mann
 HQ ISO 9001
 Executive Management Representative

 Date

Approval:

 Daniel R. Mulville
 Associate Deputy Administrator

 Date

Enclosure

Distribution:

AI/Dr. Mulville
 AA/Mr. Stadd
 AB/Mr. Christensen
 AC/Gen. Armstrong
 A-1/Dr. Blumberg
 AE/Mr. Keegan
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 AO/Mr. Holcomb
 AS/Dr. Olsen
 B/Mr. Varholy (Acting)
 C/Mr. Sullivan (Acting)
 E/Mr. Reese
 F/Ms. Novak
 G/Mr. Frankle
 H/Mr. Luedtke
 I/Mr. Schumacher
 J/Mr. Sutton
 K/Mr. Thomas
 L/Mr. Bingham (Acting)
 M/Mr. Rothenberg
 P/Ms. Cleggett (Acting)
 Q/Mr. Gregory
 R/Mr. Venneri
 S/Dr. Weiler
 U/Dr. Olsen (Acting)
 W/Ms. Gross
 X/Mr. Saleeba*
 Y/Dr. Asrar
 Z/Ms. McCormick (Acting)

cc: (w/o encls)
AI/Ms. Kishiyama
AE/Mr. Huckins
AM/Mr. Shepanek
AO/Mr. Radosevich
AS/Ms. Montrose
B/Mr. Mann
BR/Mr. Beck
 Ms. Wirsing
CF/Mr. Clement
CIC/Ms. Grimes
EC/Mr. Starnes
F/Ms. Saric
 Ms. Frederick
GK/Ms. Drinkard
HC/Mr. Walker
I/Ms. Cline
JI/ Mr. Holliday
JM/Mr. Werner
K/Mr. Diamond
LB/Ms. Cherry
ML/Mr. Capote
QS/Mr. Lyver
 Mr. Whitmeyer
RS/Ms. Humphrey
SD/Mr. Albright
YB/Ms. Santa
Z/Ms. Tenney